



Staff Health & Wellbeing Policy

January 2019

Hurst Park Primary School

Respect, Resilience, Positivity

Introduction

Hurst Park Primary School and the Governing Body are committed to promoting positive mental, physical and emotional wellbeing and will provide suitable support for all members of staff.

Aims

This policy aims to:

Provide a working environment which enables staff to work in an environment in which staff wellbeing is supported and which enables staff to carry out their duties effectively.

Recognise the key role of the Senior Leadership Team for their responsibilities by enabling access to guidance, training and support.

Encourage staff as individuals to accept responsibility for their own mental, physical and emotional wellbeing.

Comply with all statutory requirements.

Develop and maintain a positive health and safety culture through regular communication and consultation with staff and their trade union representatives on health and safety matters.

Develop an open culture in which mental, physical and emotional wellbeing is taken seriously and in which staff are supported in order that they may seek any help and support they need.

Ensure that all staff are aware of the policy through regular promotion on staff notice boards and electronic systems.

Identify the hazards that could lead to poor staff health and wellbeing and reduce these where possible.

Legislation

Pieces of legislation that will be considered when promoting positive mental, physical and emotional wellbeing, including, but not exclusively:

- The Health and Safety at Work Act 1974;
- The Equality Act 2010;
- Working Time Regulations;
- Employment Rights Act 1996;
- Employment Relations Act 1999.

Responsibilities

The Governing Body will:

Take overall responsibility for implementing this policy and ensuring that staff enjoy a reasonable work-life balance.

Actively demonstrate recognition and acceptance of common mental and physical health problems by creating an environment where staff feel comfortable in asking for help.

Ensure clear procedures are in place that recognise and deal with the issue of common mental and physical health problems.

Act early and provide the necessary professional advice, support and training to all School staff as and when required.

Assist with the referral of staff to Occupational Health, Counselling or mediation when appropriate.

Ensure that staff roles and responsibilities are clearly defined.

Ensure that all of policies are assessed for workload impact and takes into account the equality implications of any policies introduced and monitor on a regular basis.

Adopt the appropriate policies in respect of 'family friendly' employment, including consideration of part-time working, flexible working patterns etc., where this can be implemented.

Provide a range of strategies for involving staff in the school decision making processes.

The Headteacher will:

Foster a supportive work environment, operating in a fair and consistent manner.

Ensure that all staff enjoy a reasonable work-life balance and lead by example in this regard.

Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

Understand the differing needs of staff, at different points and events during their life cycles, and offer support accordingly, if and when required.

Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

Ensure that all staff have access to regular training sessions on health and wellbeing in schools, including practical sessions to deal with mental, physical and emotional wellbeing issues, and that they are given the appropriate time and resources to undertake this.

Manage pressures which may affect staff, including the impact of workload pressures, and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Conduct an annual survey of staff, including a section on health and wellbeing, and share and act upon results.

Ensure that there is clear communication between staff and management with regards to all areas of school life.

Monitor and review any measures that are planned, and assess their effectiveness.

Appoint a staff wellbeing leader who is responsible for ensuring that the good health and wellbeing of all staff members is supported, promoted and valued by the school.

Senior Leaders will:

Foster a supportive work environment, operating in a fair and consistent manner.

Pay attention to any indication of changes in performance or behaviour in staff and promote sympathetic alertness to staff who show signs of being under stress.

Follow agreed procedures when there are concerns or absence due to work-related stress and other mental health problems.

Ensure that a return-to-work policy is established in the workplace that is supportive of staff both while absent and upon return to work.

Carry out a risk assessment, where necessary, and especially when concerns have been raised, as soon as possible.

Attend regular training on health and wellbeing in schools.

Communicate work-life balance practices to all staff and manage pressures which may affect staff and anticipate likely problems, taking action to reduce the effects of these pressures where possible.

Demonstrate commitment to staff by encouraging a good work/life balance.

Actively promote well being through the use of a notice board, suggestion box and organising social events.

Staff will:

Seek support or help when they think they are experiencing a problem, if possible, to a clearly identified line manager.

Act in a manner that respects the health and safety needs of themselves or others whilst in the workplace.

Consider wellbeing support mechanisms offered by Hurst Park Primary School; e.g. counselling and attending training on health and wellbeing issues where they feel that this is appropriate.

Where possible, be watchful of any indication of changes of behaviour in colleagues and promote sympathetic alertness to colleagues who show signs of stress.

Make themselves aware of the school's policies and procedures.

Assist in the development of good practice and ensure that they do not, through their actions or omissions, create unnecessary work for themselves or their colleagues.

Ask their Line Manager for help or support if required. This includes understanding that a good relationship requires communication from both parties and so it's important that issues are raised at the earliest possible moment so that effective strategies can be put in place to manage workloads.

Apply for any requests for leave of absence in advance if possible.

Support Mechanisms

Counselling

Counselling can be provided where appropriate through the Hurst Park Primary School's provider. This will be a confidential, independent service using professionally qualified counsellors.

Staff can access the Counselling Service by contacting Help Employee Assistance Service.

Mediation

In addition to the Counselling Service there is also a mediation service in order to assist employees to return to normal working relationships. Where this service is appropriate it will be discussed with the employees affected by the situation.

Education Support Partnership

The Education Support Partnership is the UK's only charity providing mental health and wellbeing support services to all education staff and organisations. They offer free, confidential help and support, no matter what the problem. They have trained counsellors who listen without judgement and provide practical and emotional support to staff in the education sector and their families. Information, support and coaching is offered to all staff. To access the free and confidential helpline which is available 24/7, staff can call

08000 562 561, or for more information go to www.educationsupportpartnership.org.uk.

Occupational Health

Hurst Park has access to an Occupational Health as part of the Help Employee Assistance Service. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine. This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work. The information given is entirely confidential and will not be shared with the employer/Governing Body or members of staff within Hurst Park Primary School.

Members of the teaching and non-teaching staff are entitled to be treated fairly and professionally at all times. The Governing Body of Hurst Park Primary School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

These include:

- Attendance and Absence Management;
- Health, Safety and Welfare;
- Equality of Opportunity;
- Anti-Bullying;
- Grievance Procedure;
- Whistleblowing Procedure.

Other policies contribute to staff wellbeing by providing certainty, fairness and consistency in the treatment of staff in different contexts, including:

- Finance Policy;
- Pay Policy;
- Data Protection;
- Behaviour Policy;
- Safeguarding;
- Shared Parental Leave Policy [may also add maternity/paternity/adoption policies];
- Special Leave Policy.

Reviewed: Spring 2019

*The values of
Hurst Park Primary School aim to ensure
respect, resilience and positivity.*